



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NO.:** CSS 06-037 (DW)(DEU)

**JOB TITLE:** Community Supervision Assistant (OA)(Bilingual), GS-303-5/6

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 03/17/06

**CLOSING DATE:** Open continuous until 06/16/06; cut-off dates every two weeks  
Beginning 03/31/06 (Applications must be received by 5:00 pm)

**PROMOTION POTENTIAL:** GS-7

**STARTING SALARY:** GS-5, \$29,604 pa; GS-6, \$33,000 pa

Community Supervision Assistant (Office Automation), GS-303-5/6 (multiple positions); Court Services & Offender Supervision Agency (CSOSA), Community Supervision Services; Washington, DC.

**THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.**

**THIS VACANCY REQUIRES THE INCUMBENT TO HAVE THE ABILITY TO COMMUNICATE FLUENTLY BOTH ORALLY AND IN WRITING IN AT LEAST ONE OTHER LANGUAGE IN ADDITION TO ENGLISH.**

**DUTIES:** The incumbent performs a variety of administrative and technical duties to support community supervision programs and initiatives. Compiles statistical data and prepares a variety of referrals and case management documents. Performs preliminary screening of documents related to case assignments to ensure all required information is submitted and accurate. Maintains communication with judicial support personnel and other court staff, and performs related liaison activities with other law enforcement agencies.

**QUALIFICATIONS:** For the GS-5 level, applicants must have one year of specialized experience equivalent to the GS-4 grade level or 4 years above high school. For the GS-6 level, applicants must have one year of specialized experience equivalent to the GS-5 grade level. **Specialized experience** is experience in or directly related to the position to be filled, and which has equipped the applicant with the Selective Placement Factor (SPF) and the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position.

**Specialized experience** for the GS-5 level is performing receptionist duties such as directing callers to the appropriate staff member or voice mail based on the reason for the call or accurately recording phone

messages for team members; experience explaining resources, services, and administrative processes to inquirers and/or making referrals to appropriate law enforcement representatives; experience in preparing reports, forms, and a variety of referral and case management documents.

**Specialized experience for the GS-6 level** is researching and following up with law enforcement representatives on issues related to case assignments, transfers, or closures when needed; understanding the basic processes associated with community service programs.

**Applicants must be qualified typists with a typing speed of 40 words or more per minute. You must provide certification of typing speed at the time you submit your application. This certification may be in the form of a signed and dated document stating your typing ability.**

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education, and training, and the SPF. If you meet the basic qualification requirements and the SPF, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

**TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST, ON A SEPARATE SHEET OF PAPER, ADDRESS THE SELECTIVE PLACEMENT FACTOR (SPF) AND EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.**

**SELECTIVE PLACEMENT FACTOR (SPF):** The ability to communicate fluently, both orally and in writing in at least one other language in addition to English. If you do not possess this selective placement factor, your application will not receive further consideration.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to coordinate and facilitate the processing of administrative documents, reports, requests, and instructions.
2. Skill with personal computers and computer applications to gather information, prepare reports, or produce other law enforcement documents.
3. Skill in communicating with the general public to include judicial support personnel or other law enforcement personnel, and performing related liaison activities with other criminal justice agencies and/or personnel.
4. Ability to compile statistical data, and assist with the preparation of various reports.
5. Knowledge of the criminal justice system.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the SPF and KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address the SPF and each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each SPF/KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and SPF/KSAs listed above. You must also

provide detailed evidence of the SPF/KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF-612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

**Veterans:** Veterans claiming 5-point preference must submit a copy of their latest DD-214. Veterans claiming 10 point preference must submit a copy of their latest DD-214 along with a SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10 point veteran preference.

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

**Applications and all required documents must be received by 5:00 p.m. EST on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Dierdre Williams on (202) 220-5609 or **TTY (202) 220-5474**. Applications must be **received** by 5:00 p.m. EST on the closing date.

**Email Address:** Applicants may submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

## **OTHER INFORMATION:**

**Agency Background Information:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a Federal agency on August 5, 2000.

**Selective Service Registration:** As a condition of employment, all male applicants born after December

31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment will require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

***CSOSA is an Equal Opportunity Employer.***